

Common ??Interview Questions??



Questions Related to Your Work Experience and School Activities

- Describe your **work experience** to date and how that has prepared you for a career with the Forest Service.
- Describe your biggest challenge about a job or activity and how you resolved it.
- Describe your experience working in the field using 4 wheel drive vehicles, 4-wheel ATVs, riding horseback, etc. Do you have any relevant training certificates?
- Describe your experience in working with computers – PCs, field computers, field tools, GPS/GIS programs, etc.
- What kind of extra-curricular activities have you been involved in?
- Describe the key elements you hope to find in a job or work environment.

Questions Regarding Your Career Goals and Academic Preparation

- How have you **personally** prepared for a career with the Forest Service?
- Where do you see yourself in 5 or 10 years?
- How mobile are you? Are you willing to live and work in a small, rural community?

Questions Related to Your Leadership Qualities and Motivation

- Give us examples of your leadership abilities? Leadership Roles?
- What are your strengths as a leader or as a person?
- What are your weaknesses/areas of improvement?
- What motivates you?
- Tell us about yourself. What awards have you received, what community service have you performed, what are your hobbies and interests?
- Give me three words that describe you and why, or how might others describe you?

D o ' s I n A n I n t e r v i e w



Do your research and know the type of job interview you will be encountering.

Do prepare and practice for the interview, but don't memorize or over rehearse your answers

Do dress the part for the job, the company, the industry

Do plan to arrive about 10 minutes early. Late arrival for a job interview is never excusable. If you are running late, do phone the company

Do bring extra resumes to the interview. (Even better, if you have a job skills portfolio, do bring that with you to the interview)

Do wait until you are offered a chair before sitting. And do remember body language and posture: sit upright and look alert and interested at all times. Don't fidget or slouch

Do make good eye contact with your interviewer(s)

Do stress your achievements. And don't offer any negative information about yourself

Do's for a Phone Interview

Do keep a glass of water handy, in case you need to wet your mouth.

Do smile. Smiling will project a positive image to the listener and will change the tone of your voice.

Do speak slowly and enunciate clearly.

Do use the person's title (Mr. or Ms. and their last name.) Only use a first name if they ask you to.

Do take your time - it's perfectly acceptable to take a moment or two to collect your thoughts.

Do say thank you at the end and shake everyone's hand

Do write thank you letters within 24 hours to each person who interviewed you

Don'ts In An Interview



Don't be late

Don't interrupt the interviewer.

Don't be soft spoken. A forceful voice projects confidence

Don't say anything negative about former colleagues, supervisors or employers

Don't ever lie. Answer questions truthfully and concise. And don't over-answer questions.

Don't answer questions with a simple "yes" or "no."

- Explain whenever possible.
- Describe those things about yourself that showcase your talents, skills and determination.
- Give examples.

Don't answer cell phone calls during the interview and do turn off your cell phone.

Don't rely on your resume or application to do the selling for you. No matter how qualified you are for the position, you will need to sell yourself to the interviewer.

Don't use poor language, slang or pause words such as "like," "uh" and "um."

Don't chew gum during the interview.

Don't smoke, chew gum, eat or drink during a phone interview